

BISHOP HANNINGTON MEMORIAL CHURCH

HEALTH AND SAFETY

POLICY

Version History

Version	Date	Approved	Comments
0.1	01/9/05		Initial Draft
0.2			
0.3	15/10/05		Updated following comments by Standing Committee
0.4	25/10/05		Updated following more comments by Standing Committee
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2.03	May 2010		CW Review and update Home Worker Policy
2.04	Sept 2011 Jan 2012		CW Review and update Lone Worker Policy PCC Approved
2.05	Sept 2013		CW Review and update based on personnel changes
2.06	Sep 2014		CW Review and update based on anonymising roles to prevent unnecessary re-write with role changes and changes in health and safety policy wording. Minor wording changes to clarify current situation of variety of issues. Inclusion of new fire alarm system.
2.07	Nov 2015		PCC amendment of food preparation section (11.1) to meet usage of new kitchen facilities.
2.08	Oct 2018		Removal of Funland reference, inclusion of more generic phrase to cater for other long term non-affiliated Youth and Community Centre usage. Term Church Hall / Hall replaced by Youth and Community Centre Edited to provide gender neutral language Amendment to Contractors Section 18 to comply with 2015 legislation.
2.09	Jan 2019		Minor changes to lists, responsible persons and addresses.
2.10	Jun 2019		Amendments to Appendices
2.11	Jan 2020		Various Updates
2.12	Jan 2021		PCC Review. Minor updates

2.13	Jan 2022		PCC Review. Minor updates

INTRODUCTION

This document has been prepared in accordance with the provisions of the Health and Safety at Work etc. Act 1974 and the regulations made under it.

The Policy is in three sections:

- A. General Statement of Policy
- B. Organisation and Responsibilities
- C. Arrangements

Note: Instructions and Guidance are in italics

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This document is based on a template made available by Ecclesiastical Insurance.

This document covers the requirements for the Bishop Hannington Memorial Church (hereafter 'BH') and the BH Christian Workers' Trust (hereafter 'BHCWT'). The BHCWT is the employing body for the paid workers, excluding clergy, who work on the premises of BH Parish.

This Policy covers the main BH Premises at Nevill Avenue, Hove (including the Church and Church Centre) and also the BH Youth and Community Centre which is located in Holmes Avenue, Hove.

There is no requirement or intention to produce a policy to cover any part of residential properties.

Holy Cross Church (sister church to BH) and The Goldstone Church (church plant from BH) will have their own Health and Safety Policies, copies of which will be kept on file in the BH office for reference.

Any regular users of the Church Centre and the BH Youth and Community Centre not officially affiliated to BH Church will be expected to have their own Health and Safety Policy, which will be made available to the church on request.

The Appendices 7 & 8 draws out the list of Risk Assessments, responsibilities and frequencies, together with any other regular actions that are specified in this Policy.

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NOTE TO ALL EMPLOYEES, VOLUNTARY HELPERS AND CONTRACTORS

The success of this policy will depend on your co-operation. It is therefore important that you read this document carefully and understand your role and the overall arrangements for health and safety.

SECTION A

GENERAL STATEMENT OF POLICY

Our policy, so far as is reasonably practicable, is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, casual labour and voluntary helpers, and to provide such information, training and supervision as they need for this purpose.

We will also endeavour to ensure, so far as is reasonably practicable, the health, safety and welfare of all members of the congregation, contractors, visitors and others who may visit the church and any associated buildings.

The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out below.

The policy will be kept up to date, particularly in the light of any changes to our buildings or activities. To ensure this, the policy and the way in which it has operated will be reviewed regularly and the appropriate changes made.

In order to ensure that health and safety matters are kept constantly under review, an item on health and safety will be on the agenda for meetings of the Parochial Church Council at least once a year, and sub committees where applicable, and employees and voluntary workers will be consulted on a regular basis in order to seek their views on health and safety matters.

Signed:
Vicar / Chair of PCC

Date:

Review Date:26 January 2021

SECTION B

ORGANISATION AND RESPONSIBILITIES

1. Responsibility of the Vicar

Overall responsibility for health and safety is that of the Vicar, who will ensure that arrangements are in place to satisfy Health and Safety Regulations and appropriate Codes of Practice.

Specific responsibilities may be delegated to church personnel. As new projects emerge, the names of responsible persons will be notified and the list amended accordingly.

2. Responsibility of the Churchwardens

Responsibility to ensure that the arrangements outlined in this policy are carried out and updated as necessary is with the Churchwardens.

3. Responsibility of the Parochial Church Council

The Parochial Church Council has general responsibility to ensure that the health and safety policy is implemented.

4. Responsibility of the Health and Safety Officer

While the Health and Safety Officer has oversight for the creation and maintenance of the Health and Safety Policy most of the day to day implementation of the arrangements outlined in this policy are performed by the Joint Church Operations Managers with overall responsibility resting with the Churchwardens. The section below should therefore be read acknowledging this arrangement:-

The responsibility of the Health and Safety Officer shall be to:-

1. be familiar with Health and Safety Regulations as far as they concern church premises
2. be familiar with the health and safety policy and arrangements and ensure they are observed
3. ensure so far as is reasonably practicable, that safe systems of work are in place
4. ensure the church, church centre and Youth and Community Centre, if applicable, are clean and tidy
5. ensure the area around the church and Youth and Community Centre is properly maintained including the safety of trees, and that grass is kept cut
6. ensure that safety equipment and clothing is provided and used by all personnel where this is required
7. ensure that all plant, equipment and tools are properly maintained and in good condition and that all operators have received the appropriate training

8. ensure that adequate access and egress is maintained
9. ensure adequate fire fighting equipment is available and maintained
10. ensure that food hygiene regulations and procedures are observed.

5. Responsibility of employees and voluntary workers

All employees and voluntary helpers have a responsibility to co-operate in the implementation of this health and safety policy and to take reasonable care of themselves and others whilst on church business or premises.

Employees and voluntary workers must therefore:

1. comply with safety rules, operating instructions and working procedures
2. use protective clothing and equipment when it is required
3. report any fault or defect in equipment immediately to the appropriate person
4. report all accidents (however minor), injuries, near misses or other potential safety hazards as soon as possible
5. not misuse anything provided in the interests of health and safety.

6. Responsible Persons

Responsibility for safety in particular areas is noted by role as follows. Names of people are given in Appendix 5:-

By Activity	Name
Accident Book/Accident Reporting (C1)	Church Operations Managers
Fire Extinguishers (C3)	Church Operations Managers
Emergency Evacuation (C3.3)	Duty Warden
Portable Electrical Appliances (C4.3, C4.8)	Church Operations Managers
Fixed Electrical System (C4.4, C4.5)	Maintenance Manager
Gas Equipment (C5)	Maintenance Manager
Hazardous Substances (C6)	Church Operations Managers
Plant and Equipment (C7)	Maintenance Manager
Condition of Floors and Stairs (C8)	Churchwardens
Condition of Area around church and Youth and Community Centre including the church car park (C8)	Church Operations Managers
Light Bulb Changing (C9)	Maintenance Manager
Working at High Levels (C10)	Maintenance Manager
Food Preparation (C11)	Church Operations Managers
Manual handling (C12)	Church Operations Managers
Display Screen Equipment (C13)	Church Operations Managers
Building Defects/Glazing (C14)	Maintenance Manager
Child Protection (C15)	Safeguarding Officer

Personal Safety (C15.1)
Contractors (C18)

Bell Ringing (C16)
PA equipment (C4.4, C4.5)
Fetes and Outings (C16, C17)
Health and Safety Training (B4)

Checking of logs and records as laid out in the
Health and Safety policy. (B4)

Each individual
Church Operations Managers
and Maintenance Manager
Churchwardens
PA Co-ordinator
Appropriate Group
Health and Safety Officer /
Church Operations Managers
Health and Safety Officer

SECTION C

ARRANGEMENTS (Implementation of the Policy)

This section sets out our arrangements to minimise as far as is reasonably practicable risks to the health and safety of employees, voluntary workers, members of the congregation, visitors and contractors.

• 1 ACCIDENTS AND FIRST AID

First Aid boxes are located in the Church Centre Kitchen and in the kitchen at the Church Youth and Community Centre.

It is our intention that all permanent employees are given first aid training. Training records for each person are held by the individual. A list of trained first aiders will be kept up to date in the church office, recording the date of their training and when refreshment courses need to be taken. This will be checked quarterly by the Health and Safety Officer / Church Operations Managers who will ensure those whose certificates are due to expire are made aware of this.

The accident forms are located in the BH Church Centre Kitchen and in the Kitchen in the Church Youth and Community Centre. These should be passed to the church office upon their completion in the event of an accident. This will be updated and checked quarterly by the Health and Safety Officer / Church Operations Managers to look for any major incidents or repeating patterns. These forms are then kept on file by the church office. Where required our insurers will be advised. *(A specimen Accident Report Form is included as Appendix One A computer based version of this document will be kept on the church computers).*

When the church or church Youth and Community Centre are let to outside organisations, they are told in writing that in the event of an accident, details must be entered on an accident form which should be passed to the church office.

Accident records to be reviewed by the Health and Safety Officer / Church Operations Manager quarterly.

Any recurring accidents will be reported to the PCC for further discussion.

• 2 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

Health and Safety Executive Information Line: 0541 5445500
○ **Local Authority Environmental Health Department: 01342 334200**

These accidents will be reported by the Responsible Person.

Fatal accidents, major injuries and dangerous occurrences must be reported immediately by a responsible person by the quickest practicable means (normally the telephone) to the relevant enforcing authority (for churches this will most probably be the Local Authority Environmental Health Department) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. Following the initial notification, a written report on the approved form F2508 must be sent to the enforcing authority within 10 days of the accident or occurrence. If there is any doubt as to whether the accident is reportable, or to which authority it should be reported, the advice of the Health and Safety Executive should be obtained.

Health and Safety Executive Information Line: 0541 5445500

The following is a summary of the injuries or occurrences which must be reported (for further information, refer to the Regulations or contact the HSE or Environmental Health Officer):

- any fatality to employees or non-employees including volunteers
- major injuries to employees (including but not limited to fractures, amputations, dislocations, loss of sight, electric shock, exposure to harmful substances)
- any injury resulting admission to hospital for more than 24 hours and any accident that causes more than three consecutive days off work
- injuries to non-employees which require the injured person to be taken straight to hospital for treatment

• **3 GENERAL FIRE SAFETY**

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Our policy is to fulfil our obligations under the Fire Precautions (Workplace) Regulations 1997. In order to achieve this, we undertake the following:

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- 1 An assessment of the fire risks in the church and associated buildings. This is carried out as part of our general health and safety risk assessments.
- 2 A check that a fire can be detected in a reasonable time and that people can be warned.
- 3 A check that people who may be in the building can get out safely including, if necessary, the provision of emergency lighting.
- 4 To provide reasonable fire fighting equipment.
- 5 A check that those in the building know what to do if there is a fire.
- 6 A regular check that our fire fighting equipment is in place and is serviceable, and that there is an annual maintenance contract in place with a reputable company.

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Fire Extinguishers

Fire extinguishers are kept in the following locations:

Church Centre

Location	Type of Extinguisher
West Lobby	1 x Foam
West Lobby	1 x Powder
Boiler Room	1 x Powder
Main Church (Rear)	1 x Foam
Main Church (Chancel)	1 x Carbon Dioxide
Kitchen	1 x Foam
Kitchen	1 x Carbon Dioxide
Kitchen	2 x Fire Blanket
Balcony	1 x Water
North Entrance	1 x Foam
Latimer Room	1 x Foam
Cranmer Room	1 x Carbon Dioxide
Church Lounge (West)	1 x Foam

Church Lounge (East)	1 x Foam
Church Office	1 x Carbon Dioxide

Youth and Community Centre

Location	Type of Extinguisher
Main Entrance	1 x Carbon Dioxide
Main Entrance	1 x Foam
Rear Hall	1 x Foam
Kitchen	1 x Carbon Dioxide
Kitchen	2 x Fire Blanket

The extinguishers noted above are checked every month by the Responsible Person to ensure that they are still in place and have not been discharged.

The extinguishers noted above are checked annually through a service contract arranged by the Church Operations Manager.

○

○ **3.1 Fire Alarm System**

The church's fire alarm system covers both the main church building and the church centre. This system is tested weekly and its maintenance is the responsibility of the Church Operations Managers and the Maintenance Manager.

○

○ The fire alarm system noted above is checked every three months through a service contract arranged by the Church Operations Manager.

○

○ A checklist for fire equipment and procedures for testing has been devised and can be found in Appendix 8.

○ Under the new system each exit has a specific fire call point (see check list)

○

○ The control panel for the fire alarm is located in the main north entrance to the church centre. Operational keys for the control panel are located in the key box in the church centre.

○

○ The BH Youth and Community Centre fire alarm covers all of the Centre but excludes the flat above the entrance although for the resident's safety and alarm bell is located in the flat.

○

○ This system is tested weekly and its maintenance is the responsibility of the Church Operations Managers and the Maintenance Manager.

○ The fire alarm system noted above is checked every three months through a service contract arranged by the Church Operations Manager.

○

○ A checklist for fire equipment and procedures for testing has been devised and can be found in Appendix 8.

- Each exit has a specific fire call point (see check list)
-
- The control panel for the fire alarm is located in the main entrance to the centre. Operational keys for the control panel are located in the AV cupboard.
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- **3.2 Other Fire Protection Equipment**

Fire blankets are contained in the kitchens at both the Church Centre and at the Youth and Community Centre. The Responsible person will ensure that they are checked on a monthly basis.

- **3.3 Evacuation Procedures**

For large services and concerts, where the congregation/audience exceeds 250 our procedures for stewarding/evacuation are detailed below.

- 1 All designated fire doors must be unlocked before the service/event commences and be clearly marked as fire exits using the “Running Person” symbol.
- 2 A check must be made that all doors can be opened prior to the event commencing.
- 3 A trained steward will be allocated to the North Door in Nevill Avenue, and another to the main West door in Holmes Avenue.
- 4 The steward allocated to the North Door will be responsible for people in the Latimer and Cranmer rooms, and toilets by the office, the Vestry, kitchen and the church centre
- 5 The steward allocated to the main West door will be responsible for the people in the Nave, Chancel, Chapel, and Balcony. This steward will ensure that the rear south fire door is opened and is responsible for ensuring that the emergency services are called.
- 6 Responsibility for using each fire extinguisher will be allotted to named and trained stewards. A log of these persons will be kept in the office with the date of their training.
- 7 In the event of an emergency (fire/bomb threat, etc), an announcement to leave the building will be made by the service leader or duty warden, as appropriate.
- 8 If the emergency happens during a service where there are regular children’s groups then the children’s leaders will take the registers out with them so that the children can be accounted for. Children should stay in their groups until all are accounted for and then be collected by parents.
- 9 The emergency services will be contacted immediately by the duty warden either by using the telephone located in the office, or by using a mobile phone.

- **3.4 Evacuation Drills**

Recommended to take place annually.

○ **3.5 If You Discover a Fire (No matter how small)**

- 1 Immediately raise the alarm.
- 2 Telephone the emergency services
- 3 Check the building for occupants
- 4 Attack the fire if possible, within your capability using the appliances provided, but without taking personal risk.
- 5 If it is not possible to attack the fire or if you are unsure which fire extinguisher to use, assist in the evacuation of the building, ensuring that all doors are closed behind you. The general rule is People before Property.
- 6 Evacuate to the designated assembly point.
- 7 Ensure clear access for the emergency vehicles.

• **4 ELECTRICAL SAFETY**

- 1 A list of all our portable electrical appliances is maintained by the Responsible Person.
- 2 Plugs, cables and sockets will be inspected through the “Safe Space” checks to ensure that there are no loose connections, worn flexes or trailing leads. Any repairs or repeating issues identified will be reported to the Church Operations Managers for action.
- 3 Every year all our portable electrical equipment will be tested by a competent contractor (who is a member of the NICEIC (National Inspection Council for Electrical Installation Contracting), ECA (Electrical Contractors Association) or other approved body) to ensure that all appliances are safe. Any unsafe equipment will be safely disposed of. A log of when equipment has been tested will be kept by the Church Operations Managers and checked bi-yearly by the Health and Safety Officer / Church Operations Managers. They shall advise the Church Operations Manager of equipment needing retesting within the next 6 months in order for it to be retested in a timely fashion. Exceptions to this include items such as personal computers and music/pa equipment, for which the guidelines under section 4.8 iv should be followed.
- 4 Every quarter a visual inspection will be carried out of the fixed electrical installation by the Responsible Person. Any defects will be reported to the Church Operations Managers for action and recorded in a log. The Health and Safety Officer / Church Operations Managers will check this log on a yearly basis.
- 5 Every five years, our fixed electrical system will be inspected and tested by a competent contractor who is a member of the NICEIC, ECA or other approved body. Any necessary remedial work will be carried out. A record of any work that is carried out will be kept by the church operations managers.
- 6 At intervals of not more than two years (recommended to be annually) our lightning conductor system will be examined and tested by a competent specialist firm of lightning engineers.

7 It is our policy not to sell any second hand electrical goods unless they have been inspected and tested by a suitably qualified person and a register of such equipment is maintained.

8 Misuse and abuse of electricity is a significant cause of fires and injury. Faulty electrical equipment can kill. All employees and voluntary workers must observe the following: -

- i Visually check all electrical equipment before use.
- ii Report all faults immediately to the Responsible Person.
- iii Do not attempt to use or repair faulty equipment.
- iv No electrical equipment is to be brought onto the premises and used until it has been tested by the approved person and entered in the electrical equipment record. Personal laptops may only be used if supervised by the owner and must not be left powered on and unsupervised. Additional musical equipment may be used but only if supervised when used and must not be left powered on and unsupervised.
- v Electrical equipment should be switched off and disconnected when not in use for long periods.
- vi Flexible cables should be so positioned and so protected that they do not constitute a tripping hazard and are not subject to mechanical damage.

• 5 GAS EQUIPMENT SAFETY

Our gas boilers and any other gas equipment is maintained and checked annually by a competent contractor who is a Gas Safety registered gas installer. Any necessary work required for safety is implemented immediately and recorded in a log. The Health and Safety Officer / Church Operations Managers will check this log on a yearly basis.

These arrangements are checked by the Responsible Person.

6 HAZARDOUS SUBSTANCES

The Responsible Person will maintain a list of all hazardous substances used in the church/Youth and Community Centre.

Where at all possible, we have eliminated the use of hazardous substances. Where this is not possible, our safety arrangements are as follows:-

For all hazardous substances, which include substances marked as “Harmful, Irritant, Corrosive, Toxic, Very Toxic, Flammable, Highly Flammable, Extremely Flammable, Explosive, Oxidising or Dangerous for the Environment”, data sheets or product information provided by the manufacturers are used to determine the correct method of use, protective clothing needed, method of storage, and action to take in the event of an accident. Copies of these datasheets are kept in both the church office and where the chemicals are stored. The presence of these data sheets shall be checked quarterly by the Health and Safety Officer.

Name	Hazard	Type	Storage	Protection	Accident Procedure
Disinfectant and Bleach	Low	External Irritation, Internal Irritation	Cleaning Cupboard	Kept locked	External : Wash eyes with plenty of water. Internal : Seek medical advice immediately.

• 7 SAFETY OF PLANT AND MACHINERY

The Responsible Person will maintain a list of all items of plant and machinery. A list of those qualified to use items of plant and machinery is kept in the church office and updated as necessary by the church operations managers. The procedures for checking and rules for use are as follows:-

-
- 1 Employees and voluntary workers must not operate plant or machinery that they are not trained and authorised to use.
- 2 After carrying out maintenance and adjustments, all guards must be replaced before the machinery is used.
- 3 Before using any item of plant or machinery, a check must be made to ensure it is in a safe working condition, correctly adjusted, and there are no loose nuts, bolts or other defects.
- 4 Persons under the age of 18 may use hand tools only and are not permitted to operate any power driven item of plant or machinery. They must be supervised by an adult and shown how to use the appropriate hand tool before using it.
- 5 Ladders may only be used when they can be safely secured. This may necessitate the use of ladder ties or two person operation.
-
- 6 Any defect and damage found to any item of plant or machinery must be reported to The Responsible Person and recorded in the appropriate log.
-
- 7 All plant and machinery will be regularly maintained and a schedule kept of maintenance requirements.

○ 7.1 Specific Items / Rules and Procedures

-
- 1 Ladders only authorised persons to use.
- Two person operation as default. In line with the new policy from the diocese, no fixed vertical ladder over 2.5 metres is to be used either individually or with others unless the ladder is fitted with an approved fall arrest system or safety hoops.
- 2 Guillotine in office.
Ensure children are not left unsupervised

8 SLIPS, TRIPS AND FALLS (Condition of floors, steps and paths)

In order to reduce as far as is reasonably practicable the risk of slips, trips and falls, an inspection will be made every month by the Responsible Person of all floors and stairs in the church and Youth and Community Centre, and all paths and steps into the buildings.

- 1 All cables that are left as permanent or semi permanent fixtures must be taped down or be in floor cable trunking.
- 2 Care is to be taken on all steps and stairs.
- 3 Particular note will be made of moss, algae and leaves on paths. Any defects will be reported to Church Operations Managers who will arrange for repairs to be carried out. A log of any repairs undertaken should be kept by the Church Operations Managers. The log will be

checked yearly by the Health and Safety Officer / Church Operations Managers.

9 LIGHTING

In order to ensure that the church is adequately lit, an inspection will be made every 4 weeks by the Responsible Person to ensure that all lights in the church and Youth and Community Centre are working. Any bulbs which require replacing will be reported to the Maintenance Team who will ensure that the bulbs are replaced ensuring that the safety procedures for the replacement of bulbs is followed.

10 WORKING AT HIGH LEVELS

The following areas are designed as high levels:-

- 1 Nave and Chancel above 2.5m, inside and out.

Only the following persons may work at high level:

- 1 Approved contractors
- 2 Members of the maintenance team duly authorised by the head of the Maintenance team.
- 3 Members of Bishop Hannington staff team, duly authorised by the head of the Maintenance team.

The following procedures must be followed when working at high levels:

- 1 The tower must be used according to the instructions supplied with it.
- 2 Stabilisers must be applied before use.

11 PREPARATION OF FOOD

1 The kitchen facilities allow for heating of pre-prepared food and preparation of drinks. Where the heating of raw foodstuffs (eg boiling potatoes, frying an egg or grilling bacon, etc.) is the sole requirement in the preparation of food this is permissible providing that standard food hygiene processes are followed. Raw ingredients must not be prepared (eg making a cake from flour, egg, sugar, etc. or making a lasagne from scratch, etc.) in the kitchen due to the limited facilities available.

2 We will ensure hygiene procedures are displayed within the kitchen areas.

3 We will encourage all food handlers to follow the hygiene procedures and will provide the necessary materials for this (e.g. alcohol rub).

4 We will encourage the appropriate assessment of risks to be carried out for the foods involved including storage at the correct temperatures (responsibility of the event organiser).

5 Before any food handling commences, all surfaces coming into contact with food must be washed down and disinfected.

6 Food stuffs may only be prepared in the Kitchens at Centre and Youth and Community Centre (extent limited by no. 1 above).

7 Once an event is complete any remaining food should be disposed of and not stored (unless assigned to a specific group to be used within 24 hours). The fridge will be cleared of any food once a week on either a Friday or Monday – this is the responsibility of the Church Operations Manager.

8 We ensure that all hirers who wish to provide food stuffs are advised of the facilities and procedures.

The Health and Safety Officer / Church Operations Managers will check that the above guidelines on food preparation are clearly visible in the kitchens on a quarterly basis.

12 MANUAL HANDLING (Lifting, carrying and moving loads)

1 Our policy is to eliminate the need for manual handling as far as is reasonably practicable.

2 Where it is not possible to avoid the need to move loads, we will carry out risk assessments and make use of lifting aids, including trolleys, lifts and hoists as far as possible.

3 The necessary training will be given to all those employees and voluntary workers who are required to undertake manual handling.

4 Only those persons who have received the appropriate training are authorised to undertake manual handling tasks. A register of those who have received training is kept in the church office and updated by the Church Operations Managers.

Handling Task	Method, Persons, Equipment
Paper supplies	Individual responsibility, no equipment
Font	Individual responsibility, no equipment, recommend two person lift
Chairs and Tables	Individual responsibility, no equipment
Temporary Staging	Individual responsibility, no equipment, recommend two person lift

13 DISPLAY SCREEN EQUIPMENT

Our policy is to assess the risks to all habitual users of computer work stations and to reduce those risks to the lowest level possible. The following factors will be considered when carrying out risk assessments:-

1 Stability and legibility of the screen

2 Contrast and brightness of the screen

4 Tilt and swivel of the screen

5 Suitability of keyboards, desks and chairs

- 6 The work station environment
- 7 The user friendliness of the software.

Daily work routines will involve periods away from the screen.
Where necessary risk assessments will be carried out by the Responsible Person.

14 HAZARDOUS BUILDINGS/ GLAZING

1 Our policy is to ensure that our buildings are safe and without risks to the health, safety and welfare of all who work in and use them. In order to achieve this, the buildings are inspected every quarter by the Responsible Person.

2 Any defects noted are immediately reported to the Church Operations Managers and the procedures put in hand for repairs. A log of any defects should be kept by the Church Operations Managers and checked quarterly by the Health and Safety Officer / Church Operations Managers.

3 Where necessary, temporary measures are taken to ensure that there is no risk of accident or injury until permanent repairs can be carried out. This action should also be reported on the log for hazardous buildings/glazing.

4 A check is made of all glazing in the buildings to ensure that any glass in windows below waist height and in doors and beside doors below shoulder height is of a safety material or is protected against breakage.

15 SAFEGUARDING

Please refer to the church's:

- Policy on the Safeguarding of Children and Adults in Church,
- Behaviour Code for Adults Working with Children,
- Policy on E-Safety
- Policy on Expressing Concerns and 'Whistleblowing'
- Policy on Responding to Safeguarding Allegations safeguarding, and
- Procedures established by the Diocese of Chichester which Bishop Hannington Church is required to abide by.

A statement upholding our procedures will be made at each annual church meeting and be suitably recorded.

A permanent record will be maintained of all accidents involving children.

15.1 PERSONAL SAFETY

See Appendix 7 List of Risk Assessments

16 ACTIVITIES AND OTHER AREAS WHERE PROCEDURES MIGHT BE NEEDED

For all hazardous church activities, we will carry out risk assessments and produce procedures which must be followed. For activities 1 and 2 below the Church Insurance Company must be notified PRIOR to the activity taking place.

All outings arranged as 'BH' activities must be noted by the PCC or its delegated committees PRIOR to the outing taking place, and a risk assessment produced.

Activities are to be defined as they arise.

The following activities are typical of those that would require risk assessments:

- 1 The use of Bouncy Castles
- 2 Tower Tours
- 3 Outings
- 4 Activities that require unusual use of the Car park and/or grass areas
- 5 Erection of temporary staging

17 RISK ASSESSMENTS

Risk assessments will be carried out on all areas of the church premises and all activities that carry a significant risk at regular intervals by a competent person in order to meet our obligations under The Management of Health and Safety at Work Regulations 1999.

Outings should have a trip form and risk assessment sheet filled in and approved before the trip. A copy of both of these should be kept on file in the church office and the trip leader should review their risk assessment after the trip for possible future action.

(A Example of a Risk Assessment Form is included as Appendix Three.)

See 7 for schedule of Risk Assessments.

18 CONTRACTORS

Anyone entering church premises for the purposes of carrying out work, other than an employee or voluntary worker of the church, will be regarded as a contractor. All contractors, including the self-employed, must abide by the following:-

- 1 Have their own health and safety policy (where required by law) and be able to provide a copy of the same.
- 2 Produce evidence that they have appropriate public and employer's liability insurance in place. A record of this evidence will be maintained.
- 4 Comply with all the requirements of this health and safety policy and co-operate with the church officials in providing a safe place of work and a safe system of operation.
- 5 Where plant and machinery is brought onto the church premises by contractors, they must be able to show where necessary that the equipment has been inspected and tested to ensure its safe operation.

6 Contractors may only use sub-contractors or persons other than their own direct employees with the express permission of the church officials. However, responsibility will remain with the contractors.

7 All contractors will be given detailed instructions regarding the area where they are permitted to work and the extent of the work they are authorised to undertake.

(All construction work to the church will be subject to The Construction (Design and Management) Regulations 2015 where appropriate and required.

The church acting as a 'Client' under the Regulations must ensure that suitable arrangements for managing a project and maintaining and reviewing these arrangements are made throughout, so the project is carried out in a way that manages the health and safety risks. For projects involving more than one contractor, the Regulations require the Client to appoint a principal designer and a principal contractor and make sure they carry out their duties. We will need to refer to our Church Architect on capital projects to ensure compliance.

The Responsible Person will ensure that the necessary arrangements are put in hand under The Construction (Design and Management) Regulations.

19 HOME WORKING

19.1 Responsibilities

It is the joint responsibility of both Bishop Hannington Church, and its staff who are involved in home working to ensure that they follow good practice in relation to health and safety procedures. As employees, home workers should ensure that on a daily basis they do not act in 'unsafe' ways and follow the advice given below. As an employer, Bishop Hannington Church has a duty to check the home working environment of all home working employees to ensure that best practice is being followed and provide advice where appropriate. It is also the Bishop Hannington Church's responsibility to ensure that a risk assessment is carried out for all home working venues, which is kept up to date and renewed regularly or when significant changes to a home working environment or a home worker takes place.

All home workers should have sufficient first aid training to deal with any first aid that may be required as a specific result of their home working, and should inform Bishop Hannington Church if they feel extra training is needed.

19.2 Risk Assessments

Risk assessments have to consider not just the employee, but all possible visitors and other family using the home as well as both the working needs of the home worker and the hazards involved in home working.

For all risk assessments there is the need to evaluate whether a hazard is significant and if it is, whether enough precautions have been taken to make the risk as low as reasonably possible. Additionally the following needs to be considered for a risk assessment.

- your home and those who live there - including vulnerable persons, eg children, the elderly, and new and expectant mothers
- the work done in your home
- the equipment in your home
- emergency procedures
- first aid provision

A list of potential hazards is listed below.

- using work equipment at home, including electrical appliances
- your workstation set-up
- handling loads
- hazardous substances and materials
- psychological hazards, such as stress or loneliness
- fire
- slips, trips and falls
- excessive noise or vibration

All of these may exist in a home working environment and as such would need to be considered in a homeworking risk assessment where they do exist.

19.2.1 Risk Assessment Guidance

A checklist for each of these hazards can be found below to help with compiling a risk assessment.

Handling loads check list

- is the load heavy, bulky, difficult to grasp or unstable
- is the load difficult to lift, reach or handle
- is pushing or pulling of the load involved
- will you have sufficient rest time between moving loads
- will moving the load involve twisting or stooping.

Best practice in this area involves

- keeping the feet apart, bending the knees, keeping the back straight
- keeping the load close to the body
- avoiding twisting as much as possible
- carry more small amounts if possible
- if sharp edges are involved, wrap them and use gloves
- use a table or bench as a half way rest point, rather than putting the load all the way down.

Using work equipment at home check list

- the equipment is correct for the job that is being done
- proper information and training has been given to enable the job to be done safely and properly
- the equipment is checked that it is kept in a condition that does not cause harm to the home workers or others
- testing of home working equipment is carried out by a suitably trained person (this can include the home worker if suitably trained).
- any protective equipment needed is used on all occasions
- equipment controls are properly marked and positioned
- checks on equipment are carried out while the equipment is switched off

Using electrical equipment at home check list

(this applies only to electrical equipment supplied by Bishop Hannington Church)

- ensure electrical equipment is turned off before it is checked
- check plugs are not damaged
- ensure electrical system is adequate for equipment being used

- check plugs are correctly wired
- check that outer covering of cable is gripped where it enters the plug or equipment
- check the outer cover of the equipment is not damaged or has loose parts
- check there is no damage on wires or cables
- check for burn marks or staining that may suggest overheating
- do not use any electrical equipment that is awaiting repair
- ensure there are no trailing wires that could present trip hazards

Using substances and materials for work at home

- are they flammable, toxic or corrosive (packaging will provide information)
- do they give off fumes
- are they safely stored, esp. from vulnerable persons
- does anyone who may come in contact with these suffer from dizzy spells, feel sick or have headaches
- does anyone who may come in contact with these suffer from skin rashes or irritation
- does anyone who may come in contact with these suffer from asthma
- ensure that any exposure is prevented or controllable
- replace with as many less hazardous materials as possible
- ensure protective clothing/equipment are provided for using materials and substances
- use protective clothing/equipment for all necessary tasks, no matter how small
- where appropriate, has training taken place to use substance

Working with VDUs

- is the screen clear and readable and without flicker
- is the screen free from glare and reflections
- have brightness and contrast controls been adjusted to prevent eyestrain
- is there suitable lighting in the room so that fine detail can be read
- is the keyboard positioned to enable comfortable working
- is the screen and computer free from dust and dirt
- is an adjustable chair being used to enable comfortable work
- is the VDU at the right angle on the desk so as to avoid having to make awkward movements
- is there enough space under the desk to allow free movement
- is there enough space to allow the home worker to move between a work desk and the VDU

20 LONE WORKER POLICY

This policy is aimed to minimise the risk of those working with persons other than church staff, the staff of other churches or other professional persons at locations where they will be isolated from physical support from colleagues. This may include the home of the person they are working with, the staff member's own home or any other venue (including church premises).

This policy will deal solely with the physical safety of the lone worker. For other aspects of lone working involving working with children or vulnerable adults the worker should refer to the church's child and vulnerable adult protection policy.

It is recognised that there will be situations where members of the church staff will be required to work on a one to one basis with members of the church or the wider public. It is the responsibility

of all staff involved in lone working to assess any risk that may be involved in working alone with any individual or group.'

It is recognised that there is the need to have a mechanism to ensure the physical safety of the lone worker.

It is recognised that as a church it would be impracticable and undesirable to have lone workers carry defensive measures such as mace.

Lone workers should, therefore, adopt the 'buddy system' when working on a one to one basis away from the physical support of other church workers.

1. The 'buddy' (who may be a colleague or family member) should be made aware of the location, start and end time of the meeting that the lone worker will be attending.
2. The lone worker will be responsible of contacting the 'buddy' at a specific time agreed between the lone worker and the 'buddy' after the meeting to confirm physical safety.
3. The 'buddy' will contact the lone worker if they have not heard from them within 30 minutes of the agreed time, thus allowing for the meeting to last longer than expected, though this would be expected to be factored into the agreed contact time after the meeting.
4. If the buddy is unable to contact the lone worker then they should contact the responsible person (either the priest in charge or church operations manager) to inform them of their inability to contact the lone worker.
5. The responsible person should then make efforts to contact the lone worker including visiting their home and the venue of the meeting, accompanied by at least one other person, to ascertain if there are any issues of concern.
6. If these further investigations fail to make contact with the lone worker then appropriate action, including contacting the necessary authorities should be taken.

Where staff members have reason to believe that there is a real danger of encountering physical violence or some other hazard (such as the risk of "false accusation") staff members should not permit themselves to be in a true "lone worker" situation either by ensuring they are accompanied by a colleague or other appropriate person or by meeting in a populated public place such as a coffee shop.

21 INFORMATION AND ENFORCEMENT

Environmental Health Service Information:

Address: BARTHOLOMEW HOUSE,
BARTHOLOMEW SQUARE,
BRIGHTON.
BN1 1JP
Tel: 01273 294429
Fax: 01273 292196
Contact name if known:

Employment Medical Advisory Service Information:

(The Medical Advisory Service is a part of the Health and Safety Executive and is able to provide guidance on health matters. Enter here the address and phone/fax numbers of your regional HSE office where you can contact the Medical Advisory Service).

Address: The Council Offices
Station Road East
Oxted
Surrey
RH8 0BT

Health and Safety Executive Information Line: 0541 5445500
HSE Books: 01787 881165

The HSE poster "Health and Safety Law – What you should know" ISBN 0 7176 2493 5 is displayed in the Church Office.

APPENDIX ONE – ACCIDENT/ INCIDENT RECORD FORM

ACCIDENT / INCIDENT RECORD

Name of Church: **Bishop Hannington Memorial Church**

Address: **Nevill Avenue, Hove, East Sussex. BN3 7NH**

The following form must be used for the recording of all accidents, incidents, injuries and dangerous occurrences. The form should be completed as soon as possible after the occurrence. Whenever possible, the description should be completed by the injured person. All details should then be checked by a church official.

If there were any witnesses to the accident, they should complete witness statements as soon as possible after the occurrence. Provision for these statements is provided overleaf.

Any apparatus or equipment involved must be retained for inspection.

Accident / Incident Record

Record completed by:		Person involved in incident:	
Name:	Name:		
Address:	Address:		
Postcode:	Postcode:		
Role:	Tel:		
Details of incident:		Tick if child or young person involved	<input type="checkbox"/>
Date:	Time:		
Where did the incident occur?			
Describe the events <i>(include specific nature of harm/injury):</i>			
Names of others present:			
Other comments:			
What actions were taken? <i>(Include any medical treatment, and whether incident reported to third party)</i>			
Signature of person completing this form:		Record read by:	
Date:		Name:	
		Signature:	
		Date:	
		<i>(in the case of an incident involving a child or young person this section should be completed by a parent or carer)</i>	

*Further details and comments should be continued on the reverse of this form if necessary
The form should be given to the Church Operations Managers (via Church Office) when completed
In the event of a serious incident the Church Operations Manager or a warden should be informed personally*

APPENDIX TWO - HEALTH AND SAFETY GUIDANCE NOTES IN CONNECTION WITH THE LETTING OF CHURCH PREMISES

There is a formal letting agreement for the use of the church and Youth and Community Centre and any other buildings by third parties.

In addition to the provision for making good any loss or damage to the building and contents, the agreement includes procedures to follow in the event of accidents or incidents.

The agreement draws the attention of hirers to the fact that they are primarily liable for any accident or injury which arises out of their activities whilst using the premises.

Incident Reporting forms are located on the premises in the first aid box in the kitchen. One of the letting conditions is as follows:

Hirers are reminded that they are responsible for any accident or injury arising out of the activity for which they have booked the premises. It is the responsibility of the hirer to ensure that the premises are safe for the purposes for which they intend to use them.

Hirers of the (insert church/ Youth and Community Centre, etc) are required to complete details of any accident or incident occurring during their occupation of the premises which did or could give rise to injury as soon as possible after the accident or incident but in any case before the premises are vacated by the hirers after the event.

Forms are provided for this purpose and these are located in the first aid box in the kitchen area.

The following information should be recorded:-

- 1. Name, address and telephone number of person(s) injured*
- 2. Exact time and place of the occurrence*
- 3. Detailed description of accident or incident, including a description of any apparatus or equipment involved*
- 4. Name, address and telephone number of any witness(es) to the accident*
- 5. Signed witness statements should be obtained if possible.*

The hirer must notify
.....
.....

..... (insert name, address and telephone number of person responsible) as soon as possible after the accident, but in any event within 24 hours.

Any apparatus or equipment involved must be retained for inspection.

BH Trip Form (please complete and leave with office/warden)

Destination of Trip

Date of Trip

Numbers on Trip

Age range of those on trip

Names of adults/leaders on trip

Emergency contact number for leader

Emergency contact number for church

Please check you have collected the following information for each person on the trip.

Signed consent form with contact information Medical/dietary form

A copy of this form, the risk assessment and details of those on the trip (with contact, medical and dietary information) should be left in the office before the trip departs.

COPY THIS FORM AS OFTEN AS REQUIRED

APPENDIX THREE b – Risk Assessment
COPY THIS FORM AS OFTEN AS REQUIRED

Risk assessment

Activity/Event:

Date of risk assessment:

What are the hazards?	Who might be harmed and how?	Action in place to control the risk

APPENDIX FOUR - FIRE RISK ASSESSMENT

Name of Church **Bishop Hannington Memorial Church**

Address **Nevill Avenue, Hove, East Sussex. BN3 7NH**

Assessment undertaken by: **Safe I.S**

The fire risk assessment for the Church Centre was completed by Safe I.S in January 2020 and was reviewed in July 2020 following modifications made after the review. Last recommended review was January 2022. A fire risk assessment is carried out internally annually.

The assessment for the Y&CC was completed by Zeta Fire Services in March 2019. Copies of their reports are available on file. A fire risk assessment is carried out internally annually.

In the event of significant modification to any of the buildings, the Church Operations Manager will arrange for a new inspection to be undertaken and for the date of this inspected to be recorded here.

APPENDIX FIVE - LIST OF RESPONSIBLE PERSONS

Church Operations Managers	Wendy Whiffin/ Clive Wilkins
Maintenance Manager	John Puttock
Health and Safety Officer	Chris Brant

By Activity	Name
Accident Book/Accident Reporting (C1)	Church Operations Managers
Fire Extinguishers (C3)	Church Operations Managers
Emergency Evacuation (C3.3)	Duty Warden
Portable Electrical Appliances (C4.3, 4.8)	Church Operations Managers.
Fixed Electrical System (C4.4, 4.5)	Maintenance Manager
Gas Equipment (C5)	Maintenance Manager
Hazardous Substances (C6)	Church Operations Managers
Plant and Equipment (C7)	Maintenance Manager
Condition of Floors and Stairs (C8)	Churchwardens
Condition of Area around church and Youth and Community Centre including the car park (C8)	Church Operations Managers
Lighting (C9)	Maintenance Manager
Light Bulb Changing (C9)	Maintenance Manager
Working at High Levels (C10)	Maintenance Manager
Food Preparation (C11)	tbc (Church Operations Manager in interim)
Manual handling (C12)	Church Operations Managers
Display Screen Equipment (C13)	Church Operations Managers
Building Defects/Glazing (C14)	Maintenance Manager
Safeguarding (C15)	Parish Safeguarding Officer
Personal Safety (C15.1)	Each individual
Contractors (C18)	Church Operations Managers
Bell Ringing (C16)	Churchwardens
PA Equipment (C4.4, 4.5)	PA Team Leader
Fetes and Outings (C16, C17)	Appropriate Group Leader
Health and Safety Training (B4)	Currently vacant
Kitchens (C11)	tbc (Church Operations Managers in interim)

John Puttock is Maintenance Manager. John Puttock is authorised to delegate the work but he remains responsible for the work being discharged.

APPENDIX SIX – REGULAR ACTIONS

Weekly:

Clear fridge of foodstuffs Church Operations Managers

Monthly:

Fire Extinguishers checked that they are in place and have not been discharged Church Operations Managers

Lighting check (bulbs) Responsible person for lighting

Condition of floors, steps, stairs and paths checked Churchwardens

Annually

Gas appliances (including boilers) serviced Church Operations Managers / Maintenance Manager

All portable electrical appliances checked Church Operations Managers

Fire Risk Assessment Church Operations Managers

Fire Extinguishers checked by approved by qualified person Church Operations Managers

Annually

Lightning conductor Church Operations Managers / Maintenance Manager

Every 5 Years

Fixed electrical installation by NICEIC contractor Church Operations Managers / Maintenance Manager

APPENDIX SEVEN – LIST OF RISK ASSESSMENTS

These are the risk assessments required to be carried out on a regular basis. Copies of all risk assessments must be filed in the Risk Assessment folder in the Church Office.

- 1 *Children and Young People's Activity*
- 2 *Walking children and young people between church buildings*
- 3 *BBQs*
- 4 *Church Kitchens*
- 5 *Christingle Services*
- 6 *Working at heights*

APPENDIX EIGHT – CHECKLIST FOR FIRE EQUIPMENT AND PROCEDURES FOR TESTING

Bishop Hannington Memorial Church - Health and Safety Check List

Month:

Fire Equipment - Youth and Community Centre

Fire alarm to be tested weekly (Fridays) , all other checks on final Friday of month

Equipment

Entrance Hall:	Detectors/Sounders Fire Instructions Sign Call Point Fire Extinguisher: CO2 2 kg Fire Extinguisher: Foam	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Ladies Toilet:	Detectors/Sounders	<input type="checkbox"/>
Gents Toilet:	Detectors/Sounders	<input type="checkbox"/>
Disabled Toilet:	Detectors/Sounders Panic Cord	<input type="checkbox"/> <input type="checkbox"/>
Meeting Room:	Fire Instructions Sign Detectors/Sounders	<input type="checkbox"/> <input type="checkbox"/>
Main Hall:	Detectors/Sounders (2 in total) Fire Instructions Sign Call Point (Emergency Exit) Fire Exit (check opens and closes correctly)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Rear Hall	Call Point Fire Instructions Sign Detectors/Sounders (3 in total) Fire Extinguisher: Foam	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Rear Hall Toilet:	Detectors/Sounders	<input type="checkbox"/>
Rear Hall Kitchen:	Detectors/Sounders Fire Blanket	<input type="checkbox"/> <input type="checkbox"/>
Back Door Lobby:	Call Point Fire Instructions Sign Detectors/Sounders	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Main Kitchen:	Detectors/Sounders Fire Instructions Sign Fire Extinguisher: CO2 2 kg Fire Blanket	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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Basement:	Call Point (Left hand store) Call Point (Right hand store)	<input type="checkbox"/> <input type="checkbox"/>
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Note: Emergency Exits signs checked as part of emergency lighting check

Fire Alarm

Test Fire Alarm, confirm that kitchen fire shutter and doors from entrance lobby to main hall close.	Week 1 <input type="checkbox"/> Week 2 <input type="checkbox"/> Week 3 <input type="checkbox"/> Week 4 <input type="checkbox"/> Week 5 <input type="checkbox"/>
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Fire Alarm test procedure:

Alert people in building to test. Set off alarm from any alarm point (no need to break glass just push the button). Check that fire door by front door and kitchen fire shutter have operated correctly. (On each test, a different manual call point should be used.)

Reset the alarm point with white plastic key. Switch off alarm at control box -put in key and turn anticlockwise and then press "silence/resounders" (red button) and "control panel reset" (green

Go into the gas cupboard and press reset button on gas control box

Updated 4 April 2019

Emergency Lighting

Strip lights:	Entrance	
	Main hall (6 lights)	
	Youth Den (3 lights)	
	Back door entrance	
	Ladies Toilet	
	Gents Toilet	
	Disabled Toilet	
	Kitchen (2 lights)	
	Basement (left hand store)	
Emergency Signs:	Main Hall - door to entrance lobby	
	Main Hall - door to rear lobby	
	Main Hall - emergency exit	
	Rear Hall - entrance door	
	Rear Lobby - entrance door	
External Lights:	Ramp between building and sports area	

Emergency lighting testing procedure:

Use test switches to disconnect power to light and make visual check to ensure emergency light is on. Switch locations as follows:

- 1) In boiler
- 2) In kitchen (by
- 3) In rear lobby, by entrance door
- 4) In Read Hall, by entrance hall
- 5) In basement

Other:

Carry out visual inspection of all automatic detection devices to establish that no openings are blocked and that all devices are fixed. Confirm that all other fire equipment (notices, call points, extinguishers, etc) are still in place.

First Aid Kit Contents

P95131K	First Aid In An Emergency Booklet -	1	
F94022	Washproof Low Allergy Plasters Assorted	4	
F90105	No. 16 Eye Pad	2	
F11604	Disposable Non-Sterile Triangular	2	
F11509	Sterile Cleansing Wipes - Pk 10	2	
F12634	St John Ambulance Gloves (pair)	6	
F90121	Conforming Bandage 7.5cm x 4.5m	1	
F11931	Tuff-Kut Scissors	1	
F90106	Medium Dressing (12 x 12 cm)	4	
F90107	Large Dressing (18 x 18 cm)	1	
F11207	Microporous Tape 1.25cm x 10m	1	
F90111	St John Ambulance Finger Dressing	2	
F79066	Revive Aid	1	
F06154	Disposable Heat Retaining Adult Blanket	1	
F12700	Safety Pins (pack of 6)	1	
F80001	Burnshield® Dressing- 10 x 10cm	1	
	Incident / Accident forms	5	

Items no longer required to comply with current standards

F78031	Clinical Waste Bag Small
F17881	Eye Wash Phials 20ml - Pack 25

Note: Church Centre and Y&CC use Small Alpha Workplace First Aid Kit (F30601)

Checked:
Date:

Bishop Hannington Memorial Church - Health and Safety Check List

Month:

Fire Equipment

Fire alarm to be tested weekly (Friday), all other checks on final Friday of month

Church Centre

Neville Ave Lobby:	Detectors/Sounders	<input type="checkbox"/>
Ladies Toilet:	Detectors/Sounders	<input type="checkbox"/>
Latimer Room:	Fire Sign Detectors/Sounders Fire Extinguisher: Foam 6 ltr	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Cranmer Room:	Fire Sign Call Point Detectors/Sounders Fire Extinguisher: CO2 2 kg Outside Door (can be locked and unlocked)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Gents Toilet:	Detectors/Sounders	<input type="checkbox"/>
Church Office:	Fire Sign Detectors/Sounders Fire Extinguisher: CO2 2 kg	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Disabled Toilet:	Detectors/Sounders Panic Cord	<input type="checkbox"/> <input type="checkbox"/>
Corridor:	Fire Sign (Nevill Avenue Entrance) Call Point (Nevill Avenue Entrance) Emergency door release (green) Detectors/Sounders (6 in total) Fire Extinguisher: Foam 6 ltr (Nevill Ave ent)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Kitchen:	Fire Sign Detectors/Sounders Fire Extinguisher: CO2 2 kg Fire Extinguisher: Foam Fire Blanket	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Church Centre continued...

Church Lounge:	Fire Sign (Main Entrance) Fire Sign (Emergency Exit) Call Point (Emergency Exit) Detectors/Sounders (3 - in in each section) Fire Extinguisher: Foam 6 ltr Fire Extinguisher: Foam 6 ltr Fire Exit (check opens and closes correctly and is clear of stones, gravel, etc.)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Table Store:	Detectors/Sounders	<input type="checkbox"/>

Emergency Lighting (Church Centre)

Centre - Cranmer, Latimer & Vestry (top left)	<input type="checkbox"/>
Centre - Toilets (top centre)	<input type="checkbox"/>
Centre - Hallway & Disabled Toilet (top right)	<input type="checkbox"/>
Centre - Lounge (middle & east) (bot left)	<input type="checkbox"/>
Centre - Lounge (west and store) (bot centre)	<input type="checkbox"/>
Centre - external lights (bot right)	<input type="checkbox"/>
Centre - office and kitchen	<input type="checkbox"/>

Fire Alarm

Week 1	<input type="checkbox"/>
Week 2	<input type="checkbox"/>
Week 3	<input type="checkbox"/>
Week 4	<input type="checkbox"/>
Week 5	<input type="checkbox"/>

Church

Basement: Fire Sign
Call Point
Detectors/Sounders
Fire Extinguisher: Powder 6 kg

Balcony: Fire Sign
Call Point
Fire Extinguisher: Water 9 ltrs (by top of stairs)

West Door Lobby: Fire Sign
Call Point
Detectors/Sounders
Fire Extinguisher: Foam 6 ltr
Fire Extinguisher: Powder 6 kg

Church: Fire Sign (Rear of church)
Call Point (by fire exit to car park)
Detectors/Sounders (Under balcony)
Detectors/Sounders (South Aisle x 3)
Detectors/Sounders (North Aisle x 3)
Fire Extinguisher: Foam 6 ltr (by fire exit)
Fire Extinguisher: CO2 2 kg (by organ)
Fire Exit (check opens and closes correctly)

Chapel: Fire Sign
Detectors/Sounders

Vestry: Fire Sign
Detectors/Sounders

Flower Cupboard: Detectors/Sounders

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Emergency Lighting (church)

Church - above exit to Homes Ave lobby
Church - above exit to Neville Ave lobby
Church - by safe
Church - balcony stairway

Instructions

Emergency lighting testing procedure

Church: Disconnect power to light and make visual check to ensure emergency light is on. For lights except balcony switch off lighting circuit on main board in church electrical cupboard (behind organ). Lighting circuits are in the box furthest away from door - master switch is in centre of board between two banks of fuses. Balcony light controlled by a switch in the boiler room (on the right hand side just inside the door).

Centre: Test Switches are located in cupboard in Cranmer Room. Key for switches in church office.

Fire Alarm test procedure:

Building: Alert people in building to test. Set off alarm from any alarm point (no need to break glass just push the button). Check that all doors to church lounge and kitchen fire shutter have operated correctly. Reset the alarm point with white plastic key. Switch off alarm at control box (use red key to switch to administrator mode - turns to right) and then press "silence alarm" and "reset" - remember to switch box to normal mode. (On each test, a different manual call point should be used.)

Carry out visual inspection to all manual call points and sounders to establish that all units are securely fixed.

Carry out visual inspection of all automatic detection devices to establish that no openings are blocked and that all devices are fixed.

<p>Checked:</p> <p>Date:</p>	
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